Retirement Requirements

•**FOR ENLISTED PERSONNEL**: DA Form 4187 (dated Jan 2000) signed by the soldier and the attachment, DA Form 4187-1-R, (dated Apr 95) for the Chain of Command endorsements. (Up to the first O-6)

• **FOR OFFICERS**: Memo requesting retirement as directed in AR 600-8-24 Chapter 6 along with chain of command endorsements (Up to the first 0-6) .

•DA Form 31 for Permissive TDY and Transitional Leave. (Transitional Leave MUST be 9 months to a year from the date of request, otherwise, must submit a Request for a Waiver for Late Submission).

•DA Form 201 file with all enlistment contracts, extensions and ERB. Officers must submit all oaths of office and an updated ORB.

•Memo signed by Corps G-1 SGM for all CSM and SGM

•Any submission for soldiers who fall under UIC StopLoss/StopMove must submit memo from Corps G1 as exception to policy.

• Please include the soldiers UIC on his/her request for retirement

SOLDIERS DEPLOYED

- Soldiers who are requesting retirement while deployed will process their request through the rear detachment.
- The Rear Detachment will bring the request to the ADRS and will be responsible for picking up the Soldier's 201 file from the PSB.
- The Rear Detachment will be responsible for providing all required documents.
- No requests will be processed

Retirement Processing

- **All SSG (P) and above and all Officers are required to be approved for retirement by HRC as of 27 Sep 2005.**
- **This may delay processing of retirement requests of up to 30 additional days.**
- **Please remind your soldiers to process there requests at least 12 months from there desired retirement month.**